

**Jefferson County
Position Description**

Name:		Department:	Human Services
Title:	Juvenile Justice Worker	Pay Grade: 7	FLSA: Non-exempt
Date:	April 2014	Reports To:	Juvenile Justice Supervisor

Purpose of Position

The purpose of this position is to provide safety and treatment to youth adjudicated under state law as delinquent and their families and also to provide safety in the community through assessment, case planning, protection, and case management.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides case management and ongoing assessments for safety, treatment, case planning, and goal review via direct client interaction.
- Provides accurate and timely record keeping of state required documentation including but not limited to: legal actions, court reports, permanency plans, administrative reviews, judicial reviews, CANS, TCMs, juvenile justice case plans, progress notes, and case closures as well as non-state required information.
- Supervises court orders and provides court services by preparing and presenting reports to the court. Participates in hearings and proceedings including giving testimony.
- Advocates for clients and families in coordinating needed services and providing appropriate referrals to available resources including legal, academic, medical, community programs and multi-disciplinary county programs.
- Facilitates ongoing community education and collaboration between consumers and contracted providers to promote child welfare and community safety.
- Interprets, understands, and implements policies, laws, and procedures in accordance with Federal, State, and local policies, rules, and regulations.
- Participates in Intake or Emergency Mental Health duties, as needed.
- Performs other duties as assigned or as may develop.
- Complies with County HIPAA Policies and Procedures, if applicable.

- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Develops, implements, and maintains the Juvenile Drug Treatment Court Program by collaborating with medical providers and providing educational sessions.

Minimum Training and Experience Required to Perform Essential Job Functions:

Bachelor degree and three years professional social work experience or Associate degree and five years professional social work or related experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid motor vehicle operator's license required.

Other Requirements:

Hours of Work: Occasional evening and weekend hours possible.

Work Environment: Requires in-home visits which may have a history of violence and instability as well as possible unsafe living conditions, drug use and unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date